

JUN 8 1972

SCHEDULE OF YEAR-END CLOSING OPERATIONS FOR FISCAL YEAR 1972
UNDER TREASURY DEPARTMENT CIRCULAR NO. 965, REVISED

SPECIAL NOTICE: The Treasury Department is maintaining for fiscal year 1972 the accelerated year-end cut-off established in fiscal year 1970. This earlier cut-off date will be strictly enforced in order to permit the earlier closing of the books and timelier publication of final year-end budget results. All agencies will be required to submit "FINAL" fiscal 1972 receipt and outlay data on Statements of Transactions (SF 224, SF 1220, or other approved forms) soon enough to be received by the Bureau of Accounts not later than August 23. The foregoing is in line with previously stated joint objectives of the Treasury Department, Office of Management and Budget, General Accounting Office and with the Administration's emphasis on more timely publication of data.

1. Reporting Compliance: This transmittal establishes the deadlines for (1) finalizing receipt and outlay data for fiscal year 1972, and (2) the completion and submission of Form BA-R 2108 required under Department Circular No. 965, Revised, Procedures Memorandum No. 1 dated August 7, 1964. Agencies are reminded that prompt adherence to reporting deadlines as scheduled in Attachment No. 1 must be maintained so that all pertinent data will be available to the Treasury for timely year-end publication.

ATTENTION: Column (8) Unfilled Customer Orders (Form BA-R 2108 columnar heading "Reimbursements Anticipated") - The following revised definition for column 8 of Form BA-R 2108 is effective for the year-end closing operations for fiscal year 1972:

Report in this column the amount of unfilled customer orders from other Government accounts which are valid obligations of the ordering account (whether or not advances have been received). Also include amounts advanced or collected from the public for goods or services which have not yet been provided or performed. The amount shown in this column for an annual appropriation will cover only those orders for which valid obligations were incurred under such annual account or orders for common-use items to be delivered from stock in accordance with 32 Comp. Gen. 436. The receivable for Military Assistance Program reservations for common-use item orders is not to be reported here but in column (6).

2. Schedule of Dates: Attachment No. 1 is a schedule of dates for finalizing year-end figures. The principal dates are as follows:

- a. Final receipt and outlay data must be received no later than August 23. Adjustments will be accepted after that date only to make corrections of Treasury processing errors (items 7, 8 and 9 of the attachment) or, when specifically approved by the Treasury, to make significant corrections of agency reports. All such corrections must be accomplished through contact with the Treasury by September 12.
- b. The distribution of balances on Form BA-R 2108 must be received in the Treasury by September 29. The Treasury will deliver chapters of the Combined Statement to the Office of Management and Budget and the agencies beginning October 16. Requests for adjustments must be made by the fifth workday after release of any chapter by the Treasury. No adjustments will be made to receipt and outlay data.

3. Agreement of Figures: Agencies are required by Budget Circular No. A-11 to bring their budget submissions into agreement with data to be published in the Combined Statement of Receipts, Expenditures and Balances of the United States Government. To help insure consistency of data between the Budget submissions and the reports to the Treasury, the efforts of the budget staff and the accounting staff of the agencies should be fully coordinated.

4. Submission of Form BA-R 2108: An analysis must be submitted for the unexpended balance of each general, special, revolving, and trust fund account. Agencies are reminded to report complete amounts, including cents, and not rounded to the nearest dollar. Form BA-R 2108 is due no later than September 29; however, if the form is completed and meets all established requirements prior to that date, it should be submitted earlier. The completed Form BA-R 2108 should be submitted to:

Government Budget Reports Branch
Division of Government Financial Operations
Bureau of Accounts
Treasury Annex No. 1 Room 544
Washington, D. C. 20226

Sgd. David Mosso

David Mosso
Commissioner of Accounts

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Schedule of Dates for Preparation of
Combined Statement of Receipts, Expenditures
and Balances of the United States Government, and for
Finalizing Receipt and Outlay Data

For Fiscal Year Ended June 30, 1972

1. Treasury will mail regular June Statements of Differences (SF 224 area) by July 17
2. All June Supplemental Forms 224 will be due from agencies by July 31
(See 2 Treasury FRM 3350.10)
3. Treasury will mail second June Statements of Differences where necessary. Additional June Supplemental 224's required to clear differences should be consecutively numbered Supplemental No. 2, etc..... Aug. 4
4. Treasury will supply agencies with a preliminary trial balance for each appropriation or fund, showing the balance brought forward, current-year appropriations, nonexpenditure transfers, net disbursements and closing balance, by Aug. 7
5. A separate listing on Borrowing Authority and Contract Authority will be mailed Aug. 7
6. Treasury will cut-off on final receipt and outlay adjustments (last date for agency submission of final June Statements of Transactions (SF 224, SF 1220, etc.))..... Aug. 23
7. Treasury will mail a supplementary June Trial Balance by Aug. 28
8. Treasury will transmit to agencies 4 copies of Form BA-R 2108 showing a trial balance of unexpended balances. This will include balances of contract authority, borrowing authority, investments held (at par), and appropriations. In addition, Treasury will deliver to agencies a special listing (showing types of transactions) which will include final receipt and outlay data as submitted by disbursing and collecting officials and administrative agencies, which will be available by Sept. 1
9. Agency budget and fiscal officers should give attention currently to the verification of receipt and outlay data, in terms of the impact on the unexpended balances shown on Form BA-R 2108, with their submissions to the Treasury. Adjustments will be accepted only to make corrections of Treasury processing errors or, when specifically approved by the Treasury, to make significant corrections of agency reports. The taking of corrective actions with the Treasury must be accomplished, by telephone or wire if necessary, by Sept. 12
Otherwise, the receipt and outlay figures in Treasury accounts will be published as final.

10. The fully completed Form BA-R 2108 must be transmitted to the Treasury as prescribed by the Instructions under Department Circular 965, Revised, Procedures Memorandum No. 1, dated August 7, 1964 by Sept. 29
11. Treasury will deliver chapters of the Combined Statement to the Office of Management and Budget and the agencies, beginning ... Oct. 16
Request for adjustments must be made by the fifth workday after release of the Chapter by Treasury. No adjustments will be made to receipt and outlay data.